

## OSWER ENVIRONMENTAL JUSTICE ACTIVITIES MATRIX

**Goal 1. Promote broader awareness and implementation of EJ Principles within OSWER and with its internal EPA and external stakeholder partners.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Enhance integration of EJ into OSWER Culture	a. Develop EJ Training Plan b. Deliver EJ training to OSWER Management and Staff c. Develop OSWER EJ Awards Program	a. Jan. 03 b. Quarterly c. Sept 03	a. Training plan completed b. Number of training sessions held / Numbers of Staff trained c. Awards issued	.25 FTE	Kent Benjamin
2. Formalize OSWER EJ Grant Program	a. Develop OSWER EJ grant program b. Solicit grant applications c. Review applications d. Announce Selections	a. Apr. 03 b. July 03 c. Sep. 03 d. Dec. 03	a. Grant program plan developed b. Grant program announced and solicited c. Proposals accepted d. Recipients selected	.25 FTE	Kent Benjamin
3. Promote EJ approaches in RCRA Public Participation activities related to permitting	a. Refine Public Participation Approach into marketable model b. Identify State Partners c. Implement Public Participation model thru partners	a. Jun '03 b. Sep. 03 c. Sep. 03	a. Model plan developed b. State Partners engaged c. Number of States implementing model plan	.25 FTE	Kent Benjamin

4. Solicit stakeholder input into OSWER programs and policies	a. Support NEJAC Waste and Facility Siting Subcommittee research and recommendations development	on-going	a. Research conducted	.25 FTE	Kent Benjamin
	b. Provide staff and resources to NEJAC research efforts	on-going	b. Recommendations reports prepared		
	c. Provide support to produce recommendations reports	on-going	c. OSWER response to reports prepared		

**GOAL #2: Incorporate environmental justice into OBCR strategic planning and daily operational activities**

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Lead Contact
1. Incorporate EJ into the Brownfields grants issuance process	1a. Participate in development and review of BF grants guidelines	1a. Ongoing through 1 <sup>st</sup> Q, FY '03	1a. Number of guidelines reviewed and comments submittals	1a. 0.70FTE	Rey Rivera
	1b. Participate in the review and selection of grants proposals	1b. 1 <sup>st</sup> -3 <sup>rd</sup> Qs, FY '03	1b. Number of proposals reviewed and participation in review panels	1b. 0.70FTE	Rey Rivera
2. Documentation of EJ activities in the Brownfields Program	2a. Track and document success stories	2a. Ongoing	2a. Development of a report and posting in OBCR webpage	2a. 0.70FTE	Rey Rivera (Jennifer Bohman)
	2b. Represent OBCR in the OSWER Environmental Justice Implementation Steering Committee	2b. Ongoing (monthly or as needed)	2b. Participation in meetings and calls	2b. 0.70FTE	Rey Rivera

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
3. Provide internal EJ training	3a. Coordinate with OSWER EJ Liaison and the Office of Environmental Justice EJ Fundamental Training for OBCR staff	3a. Two 4-hr day training in 3rd quarter of FY 2003	3a. Number of staff trained	3a. 0.70FTE	Rey Rivera (Kent Benjamin Mustafa Ali)

**GOAL #3: Increase awareness and of understanding potential opportunities in the Brownfields Program for environmental justice communities**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Provide Brownfields outreach and training	1a. Coordinate with EJ communities and OEJ training on BF grants opportunities	1a. On going	1a. Number of training sessions offered and number of staff trained	1a. 0.70FTE	Rey Rivera
2. Represent OBCR in the Federal Interagency Working Group on Environmental Justice (IWG)	2a. Participate in IWG's meeting as OBCR representative  2b. Participate in the review and selection of IWG Revitalization Projects	2a. Ongoing (monthly)  2b. 1 <sup>st</sup> -3 <sup>rd</sup> Qs, FY '03	2a. Number of meetings/calls attended  2b. Number of proposals reviewed and participation in review and selection panel	2a. .10FTE  2b. 0.10FTE	Rey Rivera  Rey Rivera
3. Evaluate impact of the Brownfields projects on EJ communities and sensitive populations	3c. Task contractor to conduct research and develop report	3a. 4 <sup>th</sup> Q, FY 03	3a. Report on impacts of projects on EJ and sensitive populations	3a. 0.50FTE	Rey Rivera (contractor)

**GOAL #4: Collect, review, analyze, and report on environmental justice activities into FFRRO Headquarter and Regional offices**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Document EJ activities into the FFRRO program	1a. Track EJ efforts from FFRRO HQ, meeting with other OEJ and OSWER EJ Coordinators. Exchange ideas and efforts currently underway	1a. 1 <sup>st</sup> - 2 <sup>nd</sup> Q FY03	1a. Report findings in draft summary of HQ efforts	1a. 0.10FTE	Trina Martynowicz
	1b. Track EJ efforts from the regions. Gather Regional EJ contacts. Send email to regions requesting EJ efforts. Discuss in conference call	1b. Ongoing	1b. Report findings, participate in meetings and calls	1b. 0.10FTE	
2. Analyze EJ efforts	2a. Review EJ activity at HQ and Regions, comment on findings	2a. 2 <sup>nd</sup> Q FY03	2a. Draft report	2a. 0.10FTE	Trina Martynowicz
	2b. Create report of findings. Present to upper management, OSWER, OEJ, and Regions	2b. 3 <sup>rd</sup> Q FY03	2b. Final report, distribute to FFRRO, OSWER, OEJ, and regions	2b. 0.15FTE	
3. Update FFRRO Web Site	3a. Take inventory of material currently posted on FFRRO's Web site and other EPA offices. Link to other sites	3a. 1 <sup>st</sup> Q FY03	3a. Work with other OSWER EJ Coordinators to provide material and ideas for site.	3a. 0.10FTE	Trina Martynowicz
	3b. Update site, include the latest developments with the NEJAC FF Working Group	3b. Ongoing	3b. Updated FFRRO Web site with additional information posted	3b. 0.10FTE	

**GOAL #5: National Environmental Justice Advisory Council (NEJAC) Federal Facilities Work Group**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Represent FFRRO in Working Group	1a. Attend annual conference in December. Present on FFRRO's activities and EJ efforts	1a. Ongoing	1a. Attend conference	1a. 0.10FTE	Trina Martynowicz
	1b. Participate in regular meetings as the FFRRO Federal representative. Act as the liaison between the Working Group, EPA, and other Federal agencies	1b. Ongoing	1b. Number of meetings/calls attended	1b. 0.10FTE	
2. Gather necessary requested data and information from Working Group	2a. Conduct research and requested information from Group	2a. Ongoing	2a. Provide necessary information requested from Group	2a. 0.15FTE	Trina Martynowicz

**Goal #6: To raise awareness of Environmental Justice through training and cross-program interactions.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
To provide an opportunity to share knowledge and expertise on public participation and outreach strategies	a. Form planning workgroup /subcommittees  b. Call for Presenters c. Review Proposals d. Send invitations to email list e. 2003 National Community Involvement and Training Conference (NCIC) f. Analyze evaluations	a. 10/9/02  b. 11/30/02 c. 2/26/03 d. 4/25/03 e. 7/22-25/03  f. 8/15/03	Successful conference	\$125K	Pat Carey , Co-Chair (OERR) 703-603-8772  Chris Tirpak, Chair (OPPTS) 202-563-0546

**Goal #7: To educate communities to the capacity building tools available to assist them in becoming involved in Superfund's decision making process.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. To develop outreach material to provide recommendations and education to the Hispanic communities on the uses and health effects of Mercury	1 a. Established task force with other Federal, State and local health departments, and national Hispanic groups	1a. Completed	Document released and outreach plan in place to engage communities on issues.	\$30K (spent in FY02)	Karen L. Martin (OERR) 703-603-9925
	1b. Hold stakeholder meeting	1b. Completed			Theresa Trainor (OERR) 703-603-8751
	1c. Review document	1c. In-process			
	1d. Publish document on the Cultural Uses of Mercury	1d. Release date - FY03			
	1e. Establish cooperative agreement with NACCHO to promote outreach/education	1e. Completed			
	1f. Conduct outreach education	1f. In process			
2.To provide a venue for TAG recipients to network and share information	2a. TAG Recipients' Workshop	2a. 02/03	2a. Attendance and feedback	\$45K	Freya Margand (OERR) 703-603-8889
	2b. Website for TAG Recipients	2b. 02/03	2b. Web page completed; sharing of information continued; and frequency of use		

3. To improve communication and coordination between EPA and TOSC; to learn new community involvement activities and to exchange lessons learned	TOSC, TAB, RCRA & EPA Workshop	03/03	Attendance and feedback	\$29K	Jennifer Browne (OERR) 703-603-8922
4. To help participants learn how to identify and understand impacts during Superfund's life cycle; how to respond to questions raised about the impacts; how to implement decisions, collect information and how to include these impacts into the SF decision-making process	Societal, Cultural and Economic Impacts of SF Sites Workshop	11/ 6-7/02	Attendance and feedback	\$40K	Theresa Trainor (OERR) 703-603-8751

**GOAL #8: To develop a demographic profile of RCRA Corrective Action (CA) and permit facilities.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Use 2000 Census Data to identify potential EJ communities near RCRA CA and permitting GPRA baseline facilities.	Use data to determine if GPRA progress in potential EJ communities is at least the same rate as in non EJ communities.	To begin in late Oct/early Nov. To be completed by Sept. 03'	Project completed	0.60 FTE /\$40K	Karen Randolph (703) 308-8651
2. Use GIS data to identify RCRA CA and permitted facilities located on or adjacent to Tribal lands.	2a. Provide RCRA Ca and permitted facility locational data to AIEO. 2b. Provide AIEO technical assistance during data analysis. 2c. Share results of analysis with EPA Regions and Tribes.	06/02-02/03		0.2FTE	Luke Jones (703) 605-0728

**GOAL #9: To increase understanding and awareness of Environmental Justice among OSW staff.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Conduct four Tribal program awareness events.	a. Video 'brown bag' presentations. b. Invite Native American speakers to address OSW staff. c. Conduct site-visit to Indian reservation for OSW management.	10/01 - 09/03	Increased awareness and appreciation for Tribal waste management issues.	0.1 FTE	Luke Jones (703) 605-0728



**GOAL #10: To provide technical assistance to EJ communities near RCRA permitting facilities and/or CA facilities.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Provide funding to the TOSC program.	a. Send Request for Proposal Memo to Regions b. Review proposals c. Award Grant d. Monitor activities w/Regions and TOSC staff	Annually	Increased public understanding and empowerment of RCRA permitting and CA sites in/near EJ communities.	0.20/\$110K*	Karen Randolph (703) 308-8651

**GOAL #11: To develop community participation and outreach components of the RCRA e-permitting program.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Develop a link for communities from OSW's e-permitting website.	a. Hold a roundtable to get community input on opportunities and issues of concern regarding e-permitting. b. Develop a web page to help communities better understand and benefit from the e-permitting process.	Jan/Feb '03  May '03	Web page completed.	0.2FTE/\$40K*	Karen Randolph (703) 308-8651 Toshia King (703)308-7033

**GOAL #12: To help improve facility/community relations in EJ communities near RCRA facilities.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Develop pamphlet on 'Enhancing Facility/Community Relations around RCRA Facilities'	a. Publish pamphlet b. Post pamphlet on OSW website c. Send hard copies to stakeholders	a. 11/02 b. 01/03 c. 01/03	Pamphlet completed and sent out.	0.20FTE /\$22K	Karen Randolph (703) 308-8651

**GOAL #13: Reduce impact of Municipal & Solid Waste Management decisions on EJ communities**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Waste Transfer Station (WTS) siting & design	a. Publish a Citizens Guide to WTSs b. Publish Decision Making Manual c. Outreach efforts on WTS siting & EJ impacts d. Tribal WTS Guide	a. Complete b. Complete c. Ongoing d. 9/03		.25 FTE	Janice Johnson Steven Levy  Steven Levy Chris Dege

**GOAL #14: Increase awareness of EJ communities about Municipal Solid Waste Management issues and impacts**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Reducing Backyard Burning (BYB)	1a. Publish information brochures 1b. Initiate BYB Web Site	1a. 12/02 1b. 12/02		1FTE/ \$100K	Judy Taylor (703) 308-7277
2. Urban African American Outreach	2a. Complete Radio PSA 2b. Develop TV &/or Print PSA's	2a. 1/03. 2b. FY 03-04		1FTE/ \$100K	Deborah Gallman (703) 308-7276

**GOAL #15: Assist Tribal communities in improving Hazardous and Municipal Solid Waste Management practices**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Closing open dump grant program	1a. Solicit tribal applications 1b. Award Grants to tribes 1c. Coordination and outreach with grantees	1a. 10/02 1b. 4/03 1c. Ongoing		2FTE/ \$290K	Chris Dege (703) 308-2392
2. Tribal Outreach	2a. Publish Tribal SW Newsletter  2b. Update Tribal Web site 2c. Work with tribal groups 2d. Host Tribal Environmental Conference	2a.12/02; 6/03 2b. Ongoing 2c. Ongoing  2d. 7/04		1.5FTE/ \$75K	Janice Johnson Hope Pillsbury Tonya Hawkins  Chris Dege
3. Tribal MSW Decision Makers Manual	3a. Complete draft of manual 3b. Publish final manual	3a. 11/02 3b. 5/03		0.25FTE/ \$25K	
4. Hazardous Waste Management Grant Program for Tribes	4a. Solicit grant application through regional programs. 4b. Review and award grant funding. 4c. Coordination and outreach with grantees.	4a.10/01  4b. 04/03 4c.Ongoing		0.10FTE/ \$75K	Luke Jones (703) 605-0728

**GOAL #16: To ensure that EJ is a key consideration in the analytical efforts that support decision-making on regulatory projects in SW OSW.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
Incorporate EJ into the risk assessment analysis.	a. Determine population density and economic level of questioned area. b. Employ EPA's latest cumulative risk guidance. c. Develop risk assessment frameworks for each project to include EJ related exposure scenarios (i.e., adult and child exposure scenarios for farmer, fisher and resident). If necessary, additional and relevant exposure scenarios will be evaluated. d. Implement exposure scenarios through risk assessment modeling.	a. Ongoing b. Ongoing c. Ongoing d. Ongoing	Technical background documents that address EJ concerns.		Thea Johnson (703)308-0050

**GOAL #17: Increase the awareness and participation in the Hispanic community on the proper management of used motor oil.**

<b>Strategies</b>	<b>Activities</b>	<b>Duration/ Due Date</b>	<b>Performance Measures</b>	<b>Resources (FTE/\$)</b>	<b>Lead Contact</b>
1. Develop outreach materials for Hispanic community.	a. Develop a comprehensive mailing .  b. Distribute consumer outreach products.  c. Develop print and radio PSA's to trade journals.  d. Exhibit information at conferences.  e. Prepare a partnership brochure to widen distribution list.	a. 02/03  b. 09/03  c. 12/03  d. 12/03  e. 12/03	a. Establish targeted mailings b. Track dates of mailings & # publications distributed c. Place printed materials in Hispanic markets & run PSA's on Hispanic radio stations. d. Exhibit at Hispanic Chamber of Commerce Conference e. State agencies/ businesses reprint & distribute materials using CD-ROM templates.	0.05 FTE	Judy Kane (703) 308-7893